



Inspection Policy

1. Purpose of Policy

1.1 Residential Scaffold Australia Pty Ltd & RoofSafe Solutions Pty Ltd (collectively referred to as 'RS') has initiated various policies and procedures in the interests of work health, safety and welfare. Security at the workplace is a legitimate work health and safety concern. For the purposes of security, it is necessary for RS to be able to inspect property on its premises so that it may respond to potential hazards and risks such as the risk of misuse (including theft) of its property.

1.2 Consequently, this Inspection Policy is initiated in the interests of work health, safety and welfare and RS expects the co-operation of each workplace participant in the implementation of this Policy.

2. Commencement of Policy

2.1 This Policy commences from 01 December 2022. It replaces any other Inspection Policy of RS (whether written or not).

3. Application of Policy

3.1 This Policy applies to employees, agents, contractors (including temporary contractors) of RS and visitors, collectively referred to in this Policy as 'workplace participants'.

3.2 This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

4. Conditions Regarding Personal Property on Premises

4.1 Inspection of personal effects, personal property

(a) Unless directed otherwise, and subject to the conditions set out in this policy, a workplace participant may bring his/her personal effects and personal property (e.g. bags, clothing, bicycle, motor vehicle) onto RS' premises, including any vehicle parking area.

(b) A workplace participant who brings any personal effects or personal property onto RS premises does so on the condition that RS may — through its officers, employees, security staff or delegates — inspect the personal effects or personal property of the workplace participant while the personal effects or personal property remain on the premises.

(c) Whenever a workplace participant brings any personal effects or personal property onto RS' premises, the workplace participant is taken:



- (i) to have agreed to the condition that RS may — through its officers, employees, security staff or delegates — inspect the personal effects or personal property of the workplace participant for so long as the personal effects or personal property remain on the premises; and
- (ii) to have agreed to allow for the inspection of any personal effects or personal property by RS through its officers, employees, security staff or delegates; and
- (iii) to have agreed to submit to, and co-operate fully with, any inspection of any personal effects or personal property by RS through its officers, employees, security staff or delegates.

4.2 Presence During Inspection

- (a) During any inspection of a workplace participant's personal effects or property, the workplace participant should be present or alternatively should have given permission for such an inspection to take place in his/her absence.
- (b) In the event that a workplace participant does not make available his/her personal effects or personal property for inspection, RS may take such lawful action as is available to it, including referral to the police.

4.3 Inspection of Property Provided by RS

- (a) Whenever a workplace participant is provided with any property of RS for use (e.g. vehicle, locker) the workplace participant is taken:
 - (i) to have agreed to the condition that RS may — through its officers, employees, security staff or delegates — inspect the property at any time; and
 - (ii) to have agreed to allow for the inspection at any time of any property by RS through its officers, employees, security staff or delegates; and
 - (iii) to have agreed to submit to, and co-operate fully with, any inspection of any property by RS through its officers, employees, security staff or delegates.

Variations

RS reserves the right to vary, replace or terminate this Code from time to time.

All RS policies and procedures will be reviewed every two to three years and distributed to staff. RS is committed to providing an environment which is safe for all staff. You will not be



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disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

Signed

Dated

28/10/2022

Residential Scaffold Australia & RoofSafe Solutions